

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 13 August 1957

FROM : Chief, Operations Support Faculty

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SUBJECT: Weekly Report No. 33, 6 August - 13 August 1957

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1. Budget & Finance Procedures #3 was completed on August 9. One of the original ☐ students had been withdrawn from the course at the close of the first week because of requirements in her office, so ☐ students completed the training and were taken to the Finance Division for further briefings as outlined in the course catalog. The new Class B Accounting and Reporting Procedures were used in the instructions with good results; it is believed that the new system will be easier for the employee to learn, as well as more practical and time-saving for actual field use.

Following this third running of Budget & Finance Procedures, it is believed that certain changes should be made in the prerequisites and scheduling in order to make the training more effective. The recommendations and the reasons for suggested changes are as follows:

- a. Eliminate IOC as a prerequisite for the course.

It is believed that this requirement was included in the catalog in error, since the IOC is not normally considered a requirement for clerical employees.

- b. Establish as a firm prerequisite either Administrative Procedures or Operations Support (whichever is desired for the student based on other requirements, timing, etc.)

At the present time, most of the students who take Budget & Finance Procedures have either taken one of the two above-mentioned courses or are scheduled to take it later. In order to make the B&F training clear to those who have not yet had either AP or OS, it is necessary to include several subjects which are covered in those two courses, e.g. Foreign Travel, Pay and Allowances, Shipment of Household Effects, Overseas Assignments and Contract Personnel. This is a repetition for those who have previously had one of the other two courses, while those who take one of the two courses later will be repeating those particular subjects at that time. Further, using B&F Procedures time to handle basic

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discussions of those subjects reduces the time available for actual practice and makes it impossible to do any practice on certain documents (contract-personnel payroll forms, individual accountings for funds, settlement sheets, quarters allowance payments and related items) which it is believed should be included. If all students had completed either of the two above-mentioned courses, the practice work could be increased and could be made a part of the station finance recording and reporting, thereby making the entire problem more realistic and much more effective.

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2. [] telephoned regarding coverage given secretarial help on the use of the telephone. She had received complaints from various offices within the DD/P regarding telephone courtesy and asked that we cover points of diction and message taking and advise clericals that a good deal of attention is paid to the score given on telephone techniques on their fitness reports. [] also pointed out that persons in top secretarial brackets scored very high on the use of telephones on their fitness reports. [] was informed that we will stress the above points further in our skit on Office Administration in Administrative Procedures and referred her to [] for further coverage on these points in Clerical Training.

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3. [] has asked our office to give [] of his office any assistance we can to prepare her for her presentation, formerly given by [] in the Operations School Cable Refresher for DD/P personnel. The Cable Refresher will be given on 14 August 1957.

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4. The Cable & Dispatch Refresher scheduled for the Comptroller's office in July and postponed by them because of a heavy workload, will be conducted on August 27, 28 and 29. A previous Cable and Dispatch Refresher was run for the Comptroller's office in April of this year. This class was "over-subscribed" and it was decided at that time to keep the group to [] students and conduct a second refresher at a later date for those who were unable to attend the first refresher.

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5. [] of the NEA Division made an inquiry of [] about the possibility of instruction in correspondence, dispatch and cable writing for incoming administrative and clerical personnel in NEA Division. [] is arranging for instruction in correspondence and passed the request for cable and dispatch writing instruction to this office for consideration. [] was advised that instruction in basic cable and dispatch writing as a separate unit to incoming administrative and

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clerical personnel without any agency background would not be as beneficial as the second and third weeks of Administrative Procedures. [] was to pass this on to [] but as yet we have not had his reaction to this suggestion.

6. [] returned to this office to give the dispatch lecture in Operations Support. [] will take over this lecture upon her completion of Operations Support.

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